

(3)

Dear Sir:

On \_\_\_\_\_, and on \_\_\_\_\_, we wrote to you apprising you that a final audit of your account with this agency revealed you to be indebted to the United States in the amount of \_\_\_\_\_. In the second letter, we told you that, unless we were to hear from you within thirty (30) days of the date of that letter, we would offset against this indebtedness so much of your retirement fund as would be necessary to cover the indebtedness.

To date we have not heard from you in this regard. Accordingly, on this date we are proceeding to accomplish this offset.

(Optional next paragraph)

Since you do not have enough money in your retirement fund to cover the total indebtedness, we should appreciate your forwarding to the above address your check or money order, made payable to the Treasurer of the United States, either for the amount of the difference still owed, \_\_\_\_\_, or the total amount, whichever you desire. Please so do at your early convenience. Should your check be for the total amount, we will restore the amount deducted from your retirement fund.

Should we not hear from you within the next thirty (30) days on this matter, we shall forward your account to the General Accounting Office for offset of monies owed by you against any monies possibly owed by some other branch(s) of the United States Government to you.

Very truly yours,

(Third Letter - to be sent thirty (30) days following the sending date of the second letter and if no reply has been received)